

Financial Management Circular: #2008 – 2

Effective Date: May 4, 2008

General Subject: Airfield Firefighter Work Schedule & Overtime Compensation

Authority: IC 4-15-1.8-7(b)
31 IAC 1-9-1
31 IAC 1-9-2(D)(2)
Fair Labor Standards Act
29 CFR Parts 553 & 778

Application: This circular applies to employees in Specific Airfield Firefighter job classifications

The regular work schedule for the Airfield Firefighter job family is 106 hours in the biweekly pay period.

In accordance with 31 IAC 1-9-2(D)(2) employees classified as:

- Airfield Firefighter 5CA0
- Airfield Firefighter Trainer 5CB0
- Airfield Firefighter Shift Leader 5CC0
- Airfield Firefighter Chief 5CG0

shall be eligible for overtime compensation in accordance with the provisions of 29 USC 207(K) and 29 CFR Part 553 subpart C. Pursuant to 29 CFR 553.230, a work period of 14 days is adopted for the maximum hour standard contained therein. Overtime shall accrue for each hour worked or engaged to wait in excess of 106 hours in each 14 day work period. Airfield Firefighters may accrue a balance of no more than 480 hours of compensatory time off. The State Personnel Department standardized policy and procedure on Overtime Assignments is inapplicable to Airfield Firefighter classifications.

In recognition of the fact that Airfield Firefighters have a unique schedule the references to the numbers of hours in the rules governing accrued vacation, sick and personal leave shall be converted for Airfield Firefighters:

| <u>Hours Stated in 31 IAC 1-9</u> | <u>Hours converted for Airfield Firefighters</u> |
|--|---|
| 3.75 | 5.25 |
| 7.50 | 10.50 |
| 22.50 | 31.75 |
| 37.50 | 53.00 |
| 60.0 | 84.75 |
| 97.50 | 137.75 |
| 225.0 | 318.00 |

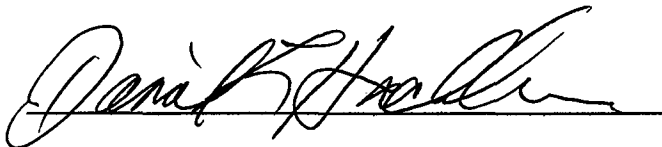
If an employee transfers out of the Airfield Firefighter job family, the employee's leave balances will be adjusted proportionately to reflect the change in the number of hours of the standard schedule.

Airfield Firefighters may be entitled to up to 112.5 hours of military leave with pay annually, as that equals the amount of paid military leave available to all state employees under IC 10-16-7-5, 31 IAC 1-9 and 31 IAC 2-11, notwithstanding any other interpretation of "days" in the statute, rules, or State Personnel policy and procedures.

Consistent with the State Personnel Department's standardized policy on holidays, compensation for holidays equals 1/10th of the employee's base biweekly salary, up to a maximum of 7.5 hours (if compensatory time is chosen).

A portion of FMC 2007-5 that makes the Airfield Firefighter series subject to that Financial Management Circular is hereby rescinded.

To the extent there exist conflicts between this Financial Management Circular and 31 IAC 1-9, in accordance with the power granted the Budget Agency by IC 4-12-1-13(h) and in recognition of the specific subject matter addressed herein and the fact that this Financial Management Circular is more recently adopted, conflicts will be resolved consistent with the dictates of this Financial Management Circular. To the extent there exists conflicts between this Financial Management Circular, 31 IAC 1-9-2 and 29 USC 207, issues will be viewed as matters of federal preemption such that conflicts will be resolved consistent with the special provisions of the Fair Labor Standards Act and 29 CFR Part 553.



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